Recruiting Specialist

The Roblox Recruiting Specialist will be responsible for all aspects of scheduling, internal/external client-candidate experience, interns, college recruiting, job postings and all other general recruiting support functions.

The Recruiting Specialist will be the first line of interaction with candidates, hiring managers and management on all things recruiting. He/She will proactively own and drive recruiting support as a key facilitator of Roblox's initiative to "build the brand through hiring". The Recruiting Specialist will act as the right hand to the Director of Recruiting and the recruiting team.

Day to Day:

Own all scheduling, onsite interviews, internal round tables, any and all other functions associated with the hiring process. Drive summer internship program (manage interns, hiring, events, mentors etc.), college recruiting, career fair, establish University relationships and process. Work with facilities, recruiting team and hiring managers to create best in class candidate experience, look and feel and hiring process**.**

MUST HAVE:

- 2-6 Years experience
- Experience working in structured, demanding, startup recruiting environment
- Strong ATS experience (Greenhouse, Jobvite etc.)
- Strong sense of recruiting process
- Flawless scheduling skills
- On point time keeping
- Proactive, can do, innovative attitude
- Technically savvy
- Intellectually curious

NICE TO HAVE:

- Sourcing experience
- Startup experience
- Events
- Career Fairs and Trade Shows